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DD/A 75-9130

10 JAN 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT: Report of Progress in Implementing the New Personnel Approaches (PASG)

REFERENCE: My memo dtd 13 Apr 74, subj: Implementation of PASG Recommendations Approved by the CIA Management Committee

1. In November of 1974, I made the Deputies aware of my intent to meet with them individually in January 1975 for the purpose of reviewing the progress they had made in implementing the recommendations of the Personnel Approaches Study Group (PASG). I believe it most important that we continue to focus on the implementation of those recommendations so that we may be assured of a viable and responsive personnel management program in the Agency. The current demands on my time are a bit more than I had envisioned when I announced my intent to meet in January with the Deputies on this matter.

2. Accordingly, I ask you to meet on my behalf with appropriate representatives of the Deputies individually during late January or early February. As a preliminary to these meetings, you may wish to receive a written report summarizing what has been done and what remains to be done with respect to the sixteen responsibilities assigned to each Deputy and to the Chairman, Senior Executive Career Service Panel. Upon concluding the meetings, you will prepare for me a summary incorporating such recommendations as you consider appropriate. This should be sent to me by 28 February 1975.

/s/ W. E. Colby

W. E. Colby  
DirectorALL  
ACFcc: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Senior Executive Career Service Panel

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Career Service Responsibilities Assigned by PASG

1. Develop and disseminate uniform promotion criteria.
2. Establish an appropriate panel structure and procedure to conduct, at least annually, the evaluation and ranking of professional personnel.
3. Provide the evaluation panels with uniform ranking criteria that will identify employees with the highest and least potential and those in between.
4. Provide for periodic review by the Deputy of evaluation activities and results.
5. Establish Directorate personnel objectives.
6. Establish a program and criteria for the career management of supergrade personnel at the Career Service level.
7. Create a Directorate-wide counseling program..and a visible counseling source.
8. Organize logical groups below Directorate level on either a grade, function, program, etc. basis, which for their members, will implement the personnel policy guidances and instructions of the Directorate.
9. Establish Directorate standards for selecting candidates to attend senior schools or courses..giving consideration..to how the trainees will be utilized afterwards.
10. Establish Directorate policy and standards for approving external full-time and part-time training.
11. Establish minimum training standards for managerial positions and for occupational positions and groups when training is considered significant for job performance and employee development.
12. Provide policy to facilitate inter-Directorate transfers and rotational tours.
13. Establish procedures and provide guidance for recommending honor and merit awards.
14. Provide a system for the annual review of supergrade personnel in Personal Rank Assignments to effect corrective action when needed.

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Subject: Career Service Responsibilities Assigned by PASG

15. Develop procedures to handle potential surplus cases, including counseling, consideration for retraining and/or reassignment, and notification of surplus status.
16. Establish a uniform grievance procedure within the Directorate.

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